



Department of Human Resources & Civil Service

Job Announcement

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: SENIOR TRAINER – REPUBLICAN

SALARY: \$36,615 - \$50,169 annually

LOCATION: Monroe County Board of Elections

HOURS: 35 hours per week
This is a full-time assignment. Over-time required.

JOB SUMMARY:

This is a full-time position involving the direct interaction with Election Day workers. The position contains a variety of tasks including training facilitation, assignment coordination, and modifying/development of the training program. Candidate should possess strong written and verbal communication skills and the ability to interact with people from various backgrounds. Must be comfortable in leading multiple training sessions. The Senior Trainer works under direct supervision of the Supervisor of Training and Recruitment - Republican.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

Ability to: schedule, recruit and maintain Poll Worker database. Comfortable interacting with a wide range of community members. Must be reliable, energetic and able to work in a team setting. Has reliable transportation to travel to different Polling Sites when asked. Needs to be flexible to assist wherever needed during Election season.

SPECIAL REQUIREMENTS:

Bachelor's degree, previous training or teaching experience is preferred. Proficiency in Microsoft Office. Some nights and weekends during Election season required.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY BOARD OF ELECTIONS
39 WEST MAIN STREET - ROOM 108
ROCHESTER, NEW YORK 14614

Posting Date: January 21, 2022

Posting Deadline: Until Filled